

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
242-04      **Effective Date:**  
08/17/2016

**Subject:**  
Case Screening and Assignment System

**Approved by:**

A handwritten signature of Steven D. Hebbe.

**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish a system for review of all offense reports received by the Detective Division, determine the priority of action necessary to handle the case properly, and to identify the solvability factor.

### **POLICY:**

It is the policy of the Farmington Police Department to utilize a case screening system to prevent the assignment of Detectives to cases that have little or no chance of clearance and enables strong solution probability, thereby increasing productivity.

### **PROCEDURE:**

#### **Case Assignment System:**

A Detective Division supervisor is responsible for the case screening and assignment system which is maintained in the form of a Case Assignment Log and a Case Management Log, which is generated by the computer. The Case Assignment Log contains the following information:

1. A list of all offense reports reviewed by the Detective Division supervisor each work day;
2. A disposition indicating whether each case is assigned for follow-up investigation and the name of the detective assigned to investigate each case.

#### **The Case Management Log contains the following information:**

1. The total number of investigations assigned to each detective for a given month;
2. The total number of pending investigations each detective has at the end of each month.

#### **Case Screening System:**

A Detective Division supervisor reviews all offense reports received by the Detective Division for follow-up and prioritizes them based on the severity of the offense, defined solvability factors, and urgency.

Solvability factors to be considered may include:

1. The seriousness of the offense;
2. The suspect can be named;
3. The suspect can be identified;
4. The address of the suspect is unknown;
5. The suspect can be located;
6. The vehicle plate number used in the crime is known;
7. The vehicle can be identified;
8. There is traceable property;
9. There are identifiable latent prints;
10. A significant modus operandi can be identified;
11. It is reasonably suspected that a limited opportunity to commit the crime;
12. There is reason to believe that the crime would arouse such public interest that public assistance would lead to crime solution;
13. There are reasons to believe that further investigative effort would lead to solving the crime;
14. Victim/Complaint/Witness availability;
15. Information linking an incident to an ongoing investigation;
16. Incidents which may attract more than usual publicity or public concern.

#### **Criteria Used to Assign Cases:**

1. The presence of solvability factors;
2. Documented experience of the Farmington Police Department;
3. Expertise of investigators;
4. Location where crime was committed.

